

**COLLEGE OF EDUCATION AND HUMAN SERVICES
HSRC SPACE REQUEST**

Project Name: _____ Signature of Project Director: _____ Date: _____

Duration of Funding _____

Room No.	Occupant(s) By Name	Position/ Title	FTE	Occupant Code (see below)	Key Staff (see below)	% Time Used During Regular Hours	Name of Funding Source or Project Source	Cost Center
					Y N			
					Y N			
					Y N			
					Y N			
					Y N			
					Y N			
					Y N			
					Y N			
					Y N			

Occupant Codes: D= Project/Unit Director; F = Senior Faculty; P = Full-Time Professional; PTP = Part-time Professional; C = Classified; GA = Graduate Assistant; U/G = Undergraduate Assistant; WS = Work Study Students

Key Staff: Those personnel who could not be changed from the project without the express permission of the funding agency: Their names are found on the grant-notification award.

Name of Funding Source for Contracts, Grants, & Funding for Other Services Provided (Examples: services to individuals, school districts, and other agencies)

Cost Center: Examples include CPD, ComDDE, SpeR, USU Foundation.